

CITY OF BURBANK

FINANCIAL ACCOUNTING MANAGER / BWP

DEFINITION

Under general direction to plan, organize, review, and manage the Accounting section within the Finance Division in the Burbank Water and Power Department; and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, directs, and manages the accounting, financial reporting, and budgeting requirements of the Department; develops, analyzes, presents, and maintains the utility's budget; directs accounting, financial reporting and analysis, inventory control, and auditing; assists with long range financial planning and analysis; plans and assists auditors with audits; reviews accounting policies and procedures and recommends changes which are designed to increase the efficiency and effectiveness of accounting operations; coordinates overall accounting activities; studies present accounting practices to ensure conformance with established policies and procedures applicable to Federal Energy Regulatory Commission (FERC), Generally Accepted Accounting Principals (GAAP), Governmental Accounting Standards Board (GASB), and the Sarbanes-Oxley Act (SOX); monitors internal controls and system procedures; directs the development and maintenance of computer software in the financial accounting and budgetary areas; consults with other governmental agencies, utility, and water associations; coordinates Department accounting matters; supervises, trains, and evaluates assigned staff; acts as a division manager in the absence of the Assistant General Manager, Finance and Administration (Chief Financial Officer); attends meetings and seminars; makes presentations as necessary; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - principles, procedures, and techniques of municipal utility finance, accounting, management information systems, utility regulations, codes, and policies; business administration; the basic principles of supervision.
- Ability to - lead, develop organization-wide priorities, operational goals, and objectives; analyze complex issues and develop effective solutions and recommendations; market plans and ideas;-communicate effectively both verbally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Bachelor's Degree from an accredited college with major course work in finance, accounting, economics, business administration, or related field. Six years of progressively responsible experience in a business or utility organization, including three years of supervisory experience.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: A Master's Degree in finance, accounting, business administration, or related fields and/or CPA; experience in a public or investor-owned utility.